



GVNW CONSULTING, INC.

8050 SW WARM SPRINGS STREET
SUITE 200
P.O. BOX 2330
TUALATIN, OR 97062
TEL 503.612.4400
FAX 503.612.4401
www.gvnw.com

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FCC Mail Room

February 19, 2008

By US Postal Service:

Ms. Marlene H. Dortch
Secretary
Federal Communications Commission
445 12th Street, SW
Washington, D.C. 20554

By Commercial overnight delivery:

Ms. Marlene H. Dortch
Secretary
Federal Communications Commission
9300 East Hampton Drive
Capitol Heights, MD 20743

re: EB Docket No. 06-36

Dear Ms. Dortch:

Please find enclosed an original and five (5) copies of the CPNI Compliance Certificate and the Accompanying Statement requirements for Arctic Slope Telephone Association Cooperative, Inc., TRS 803715.

Please return a stamped copy in the enclosed SASE. If there are any questions, I may be reached on 503-612-4400.

Sincerely,

Dorrene Benthin
Senior Consultant

Enclosures

Copies to:
Federal Communications Commission
Enforcement Bureau
445 - 12th Street SW
Washington, DC 20554

Best Copy & Printing Inc.
445 - 12th Street, Suite CY-B402
Washington, DC 20554

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FCC Mail Room

4300 B Street, Suite 501
Anchorage, AK 99503

Arctic Slope Telephone Association Cooperative, Inc.

Phone: (907) 563-3989
Toll Free: (800) 478-6409
Fax: (907) 563-1932

E-mail: mail@astac.net

Annual 47 C.F.R. § 64.2009(e) CPNI Certification

EB Docket 06-36

Annual 64.2009(e) CPNI Certification for 2007

Date filed: February 19, 2008

Name of company covered by this certification: Arctic Slope Telephone Association Cooperative, Inc.

Form 499 Filer ID: 803715

Name of signatory: Steve Merriam

Title of signatory: Chief Services Officer

I, Steve Merriam, certify that I am an officer of the company named above, and acting as an agent of the company, that I have personal knowledge that the company has established operating procedures that are adequate to ensure compliance with the Commission's CPNI rules. *See* 47 C.F.R. § 64.2001 *et seq.*

Attached to this certification is an accompanying statement explaining how the company's procedures ensure that the company is in compliance with the requirements set forth in section 64.2001 *et seq.* of the Commission's rules.

The company has not taken any action against data brokers in the past year. To the best of our knowledge, no pretexters have attempted to access CPNI at our company.

The company has not received any customer complaints in the past year concerning the unauthorized release of CPNI.

Signed Steve Merriam

Steve Merriam

Chief Services Officer

CPNI Compliance Accompanying Statement:

This accompanying statement explains how Arctic Slope Telephone Association Cooperative's operating procedures ensure that the company is in compliance with the rules governing CPNI as found in Subpart U – Customer Proprietary Network Information – Part 64 of Title 47 of the Code of Federal Regulations.

Arctic Slope Telephone Association Cooperative adheres to all CPNI rules as stated in section 64.2001 – 64.2011 concerning the proper use of our customer's CPNI. Specifically, our notice for use of CPNI approval process meets all requirements as listed in Section 64.2008. To further protect our customer's privacy, we have implemented all safeguards required in Section 64.2009. This includes:

- The implementation of a system by which the status of a customer's CPNI approval can be clearly established prior to the use of CPNI;
- The training of appropriate personnel as to when they are, and are not, authorized to use CPNI and the documentation of this training;
- The implementation of an express disciplinary process for CPNI violations up to and including termination;
- The maintenance of a record, for at least one year, of our own, and our affiliates' sales and marketing campaigns ;
- The establishment of a supervisory review process regarding carrier compliance with the federal CPNI rules for outbound marketing situations; and
- The establishment of annual certification by a corporate officer with personal knowledge of Arctic Slope Telephone Association Cooperative's policies and procedures to ensure compliance with the federal CPNI rules.
- The establishment of procedures for notification of the Commission of any instance where opt-out mechanisms, do not work properly, to such a degree that consumers' inability to opt-out is more than an anomaly.

Arctic Slope Telephone Association Cooperative is including its CPNI Manual, without the sample Forms, as further detailed explanation of how its procedures ensure that it is in compliance with the rules in Subpart U of Part 64, of Title 47 of the Code of Federal Regulations.



ARCTIC SLOPE TELEPHONE ASSOCIATION COOPERATIVE

CPNI POLICIES & PROCEDURES MANUAL

Approved by:

Steve Merriam
Chief Service Officer

Date

Effective: _____

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Definitions

This Arctic Slope Telephone Association Cooperative (hereinafter ASTAC) CPNI policy manual relies on the following definitions:

- (1) **Account information.** "Account information" is information that is specifically connected to the customer's service relationship with ASTAC, including such things as an account number or any component thereof, the telephone number associated with the account, or the bill's amount.
- (2) **Address of record.** An "address of record," whether postal or electronic, is an address that the carrier has associated with the customer's account for at least 30 days.
- (3) **Affiliate.** The term "affiliate" means a person that (directly or indirectly) owns or controls, is owned or controlled by, or is under common ownership or control with, another to own an equity interest (or the equivalent thereof) of more than 10 percent.
- (4) **Breach.** When a person, without authorization or exceeding authorization, has intentionally gained access to, used, or disclosed CPNI.
- (5) **Call detail or call records information.** Any information that pertains to the transmission of specific telephone calls, including, for outbound calls, the number called, and the time, or duration of any call and, for inbound calls, the calling number, and the time, location, or duration of any call.
- (6) **Communications-related services.** The term "communications-related services" means telecommunication services, information services typically provided by ASTAC and services related to the provision or maintenance of customer premises equipment.
- (7) **Customer.** A customer of ASTAC is a person or entity to which ASTAC is currently providing service.
- (8) **Customer premises equipment (CPE).** The term "customer premises equipment (CPE)" means equipment employed on the premises of a person (other than a carrier) to originate, route, or terminate telecommunications.
- (9) **Customer Proprietary Network Information.** The term "customer proprietary network information" means -- Information that relates to the quantity, technical configuration, type, destination, location, and amount of use of a telecommunications service subscribed to by any customer of a telecommunications carrier, and that is made available to the carrier by the customer solely by virtue of the carrier-customer relationship; and information contained in the bills pertaining to telephone exchange service or telephone toll service received by a customer of a carriers; except that such term does not include subscriber list information.

The FCC Summary Definition: "CPNI includes where, when and to whom a customer places a call, as well as the types of service offerings to which customers subscribe and the extent to which the service is used. Section 222 of the Communications Act establishes the duty of every carrier to protect the confidentiality of its customers' CPNI.

Examples of CPNI:

- Sensitive personal information
- Phone numbers called
- Time, date and duration of calls
- How much a customer spends on communications services on a monthly basis
- The type of network a consumer subscribes to
- Calling patterns
- Optional services used (e.g. call waiting)
- Frequently called states, numbers, etc.
- For business customer, CPNI could include number of lines
- CPNI DOES NOT include subscriber list information that is made available for publication in a directory, customer premise equipment (CPE) or information services such as Internet access.

- (10) **Data broker.** A person or business that offers for sale CPNI obtained by pretexting.
- (11) **Data bureau.** A company that provides information technology services to telecommunications carriers, specifically billing services and customer record detail. Data bureaus typically have access to call detail CPNI (see Independent contractor).
- (12) **FCC.** The acronym "FCC" refers to the Federal Communications Commission.
- (13) **Independent contractor.** Any person or business that may provide services to telecommunications carriers. This includes, but is not limited to; joint venture partners and independent contractors for the purposes of marketing communications-related services to a customer; billing services; customer record detail; central office equipment vendors; engineering; and construction. Independent contractors typically have access to call detail and/or non-call detail CPNI.
- (14) **Information services typically provided by ASTAC.** The phrase "information services typically provided by ASTAC" means only those information services that are typically provided by ASTAC, such as Internet access or voice mail services. Such phrase "information services typically provided by ASTAC," as used in this manual, shall not include retail consumer services provided using Internet website (such as travel reservation services or mortgage lending services), whether or not such services may otherwise be considered to be information services.
- (15) **Joint venture partners** (short term alliances of telecommunications carriers) **and independent contractors** (see Independent contractors) **for the purposes of marketing communications-related services to a customer.** A specific subset of persons or businesses that provide marketing services to telecommunications carriers. Any

marketing use of CPNI by this subset must have opt-in approval by the affected customers.

- (16) **Local exchange carrier (LEC).** The term "local exchange carrier (LEC)" means any person that is engaged in the provision of telephone exchange service or exchange access. Such term does not include a person insofar as such person is engaged in the provision of a commercial mobile service under section 332(c) of TA-96, except to the extent that the Commission finds that such service should be included in the definition of such term.
- (17) **Opt-in approval.** The term "opt-in approval" refers to a method for obtaining customer consent to use, disclose, or permit access to the customer's CPNI. This approval method requires that ASTAC obtain from the customer affirmative, express consent allowing the requested CPNI usage, disclosure, or access after the customer is provided appropriate notification of the ASTAC's request consistent with the requirements.
- (18) **Opt-out approval.** The term "opt-out approval" refers to a method for obtaining customer consent to use, disclose, or permit access to the customer's CPNI. Under this approval method, a customer is deemed to have consented to the use, disclosure, or access to the customer's CPNI if the customer has failed to object thereto within the waiting period described after the customer is provided appropriate notification of ASTAC's request for opt-out consent consistent with the rules.
- (19) **Password.** The term "password" means a secret word or sequence of alpha and numeric characters which is used to limit access to a customer's account to authorized individuals.
- (20) **Pretexting.** The term "pretexting" means the practice of pretending to be a particular customer or other authorized person in order to obtain access to that customer's call detail or other private communications records.
- (21) **Readily available biographical information.** "Readily available biographical information" is information drawn from the customer's life history and includes such things as the customer's social security number, or the last four digits of that number; mother's maiden name; home address; or date of birth.
- (22) **Subscriber list information (SLI).** The term "subscriber list information" means any information –
 - (A) identifying the listed names of subscribers of ASTAC and such subscribers' telephone numbers, addresses, or primary advertising classifications (as such classifications are assigned at the time of the establishment of such service), or any combination of such listed names, numbers, addresses, or classifications; and
 - (B) ASTAC or an affiliate has published, caused to be published, or accepted for publication in any directory format.
- (23) **ASTAC or carrier.** The terms "ASTAC Telecom," "ASTAC," or "carrier" shall have the same meaning. For CPNI this term shall include provision of interconnected VoIP service which ASTAC looks forward to providing when it becomes feasible.

- (24) **Telecommunications service.** *The term "telecommunications service" means the offering of telecommunications for a fee directly to the public, or to such classes of users as to be effectively available directly to the public, regardless of the facilities used.*
- (25) **Telephone number of record.** The telephone number associated with the underlying service, not the telephone number supplied as a customer's "contact information."
- (26) **Valid photo identification.** The term "valid photo identification" means an official identification document issued by a federal or state governmental agency that identifies the holder of the document that includes a photograph of sufficient clarity to positively identify the holder of the document.

Company Policy Regarding CPNI

ASTAC has chosen not to use CPNI data that enables the company or its affiliates to market additional products or services. Accordingly, ASTAC's personnel are trained not to use CPNI for such purposes. Because CPNI is not used for marketing purposes, ASTAC has established the appropriate safeguards for this type of treatment (non-use) of CPNI data. These safeguards include documentation of this policy in this manual and training of ASTAC personnel with regard to non-use of CPNI data.

In this effort, the Company must follow all applicable FCC rules as contained in Subpart U – Customer Proprietary Network Information – of Part 64 of Title 47 of the Code of Federal Regulations. Specific ASTAC procedures are as follows:

BUSINESS CUSTOMER EXEMPTION

If a business customer of ASTAC has in place a contract for service with ASTAC that specifies:

- (1) a dedicated ASTAC account representative as the primary contact,
- (2) who can be reached without going through a call center, and
- (3) ASTAC's protection of that business customer's CPNI,

then ASTAC's authentication policies and procedures do not apply to that business customer. Specifically, the customer does not need to provide a password or the correct response to a back up means of authentication prior to the dedicated account representative discussing call detail CPNI with that customer during a customer-initiated telephone contact.

In the event that the dedicated account representative is unavailable for a customer-initiated telephone contact, a primary and a secondary account representative have been established by ASTAC. Either one of these may discuss call detail CPNI with the business customer during the period of unavailability of the dedicated account representative.

ACCESS TO CPNI DATA

Access to CPNI data is limited to employees or entities with the requisite proper authorization as allowed by FCC rules. Any employees or entities with CPNI access must operate under policies that require nondisclosure of confidential information. Improper use or disclosure of CPNI by employees is subject to disciplinary action up to and including termination.

Marketing Programs

ASTAC will not use CPNI for marketing purposes. As a cooperative, all members are treated equally and any marketing initiative will be inclusive of all members for which the service is available.

Contact the Chief Service Officer if you are uncertain as to the type of information you can use in marketing services to customers.

Carrier Authentication Requirements

- Customer calls for information on their account
 - Customer must provide pre-established password, or
 - Information may be mailed at the customer's request to the customer's address of record, or
 - ASTAC calls the telephone number of record at the customer's request.
 - However, if a customer is able to provide ASTAC, during a customer initiated phone call, all the call detail information necessary to address a customer service issue (i.e., the telephone number(s) called, when they were called, and, if applicable, the amount charged for the call(s)), then ASTAC is permitted to proceed with its routine customer care procedures.
- Customer uses on-line account access
 - Must be password protected
 - Password may not be readily available biographical information or account information to authenticate a customer's identity.
 - A shared secret can be used to authenticate a customer if they have forgotten their password.
- Customer visits an ASTAC Customer Care Center
 - Customer must provide a valid photo ID and name must match the account.

CUSTOMER NOTICE AT INITIATION OF SERVICE

Customers are informed during the initiation of service with ASTAC that their CPNI data is not used for marketing purposes. Customers receive annual reminders (Form 8-W or Form 8-WO) of this CPNI policy.

CUSTOMER NOTICE

Adequate notice with respect to customer CPNI rights and ASTAC's duty to protect CPNI is provided in ASTAC's telephone directory. In addition, a CPNI notice is printed periodically on the customer's billing statement.

RECORD OF CUSTOMER COMPLAINTS CONCERNING THE UNAUTHORIZED RELEASE OF CPNI

All customer complaints concerning the unauthorized release of CPNI will be logged (Form 9) and retained for a period of five years. This information is summarized and included with ASTAC's annual certification to the FCC.

Release of Call Detail Information (Forms 7-W or 7-WO & 8-W or 8-WO)

CUSTOMER INITIATED TELEPHONE ACCOUNT ACCESS

Release of any CPNI information requested by the customer via a telephone call is prohibited except when:

- the requesting individual provides the password of record; or
- the information will be sent via mail USPS to the customer's address of record; or
- ASTAC will call the telephone number of record and disclose the call detail information.

If the customer has forgotten their password or does not have a password established, ASTAC can proceed with routine customer care procedures if the customer can provide all of the call detail information. ASTAC will not disclose any call detail other than the information the customer disclosed during that particular contact.

RETAIL LOCATION ACCOUNT ACCESS

Customers or their authorized contacts as allowed by the Telecommunications Act of 1996 – Section 222(c)(2) must have a valid, government issued photo identification, such as a driver's license, passport, or comparable ID to obtain CPNI information.

ON-LINE ACCOUNT ACCESS

ASTAC requires an on-line password to protect on-line access to CPNI. Passwords will be designed by the customer and will consist of alpha and numeric characters. On-line passwords are not required if the customer chooses to receive call detail information via either of the two methods above.

ASTAC will authenticate both new and existing customers seeking on-line access to their CPNI.

ASTAC can reinitialize existing passwords for on-line access but will NOT base on-line access on readily available biographical or account information. This procedure will relate to all customer information, not just call detail.

On-line access to CPNI will be blocked after five (5) unsuccessful attempts to log on.

NOTIFICATION OF ACCOUNT CHANGES

- ASTAC must immediately notify customers of account changes to:
 - Password
 - Shared secret
 - Changes to on-line account, if applicable
 - Address of record.

New customers are exempt from this notification at service initiation.

Methods for Establishing a Password

- New customers may be asked for a password at initiation of service. Existing customers who have not provided a password through outreach may be asked for one in the course of normal account servicing. No customer has to provide ASTAC with a password; they may instead choose to have ASTAC call them at the telephone number of record or mail to the address of record or appear in person at an ASTAC Customer Care Center.

PROCEDURES TO PROTECT AGAINST PRETEXTING

Pretexting is the practice of pretending to be a particular customer or other authorized person in order to obtain access to that customer's call detail or other private communications record. The Company has employed the above procedures and safeguards in order to achieve reasonable measures designed to discover and protect against pretexting.

Annual Certification

- Annually, ASTAC will certify its compliance with CPNI requirements and make this certification publicly available in its offices and on its website. The certification will be signed by an officer of the company, stating that they have personal knowledge that ASTAC has established operating procedures that are adequate to comply with FCC CPNI rules. An accompanying statement will give an overview of the training employees receive concerning the safeguarding of CPNI, the disciplinary process applicable for willful or careless improper disclosure of CPNI, non-use of CPNI for marketing, restricted access to CPNI and any other measures taken by ASTAC to further safeguard CPNI. ASTAC should also include a summary of all customer complaints concerning unauthorized use of CPNI.
- This filing is submitted to the Enforcement Division of the FCC electronically at <http://www.fcc.gov/cgb/ecfs/> and labeled "Certification of CPNI Filing (date of filing)"

on the first page. Filers should also include their full name, USPS mailing address and reference the applicable docket number (EB Docket No. 06-36).

Notice of Unauthorized Disclosure of CPNI

- ASTAC is required to notify law enforcement of CPNI breaches no later than seven days after a reasonable determination of a breach.
- ASTAC shall send an electronic notification through a central reporting facility to the United States Secret Service (USSS) and the Federal Bureau of Investigation (FBI).
- Carriers may notify their customer and/or disclose a breach of their CPNI after seven days following notification of law enforcement unless the USSS or FBI requests ASTAC postpone the disclosure.
- If the investigative agency determines that public disclosure would impede or compromise an ongoing or potential criminal investigation or national security, the agency may direct ASTAC, in writing, to withhold disclosure for an initial 30-day period.
- The 30-day period may be extended another 30 days as reasonably necessary in the judgment of the agency. The agency will provide a written request to extend the postponement of notification of breach.
- ASTAC may disclose the breach to the customer after consultation with the investigative agency if ASTAC believes there is an extraordinarily urgent need to notify the customer(s) to avoid immediate irreparable harm.

Responsibility to notify USSS and FBI has been assigned to the Chief Service Officer.

NOTIFICATION OF CPNI SECURITY BREACHES

- (1) *Notification of law enforcement agencies* (Form 3). ASTAC will notify law enforcement of a breach of its customers' CPNI as stated in this section of ASTAC's CPNI manual. ASTAC will not notify any of its customers or disclose the breach publicly, whether voluntarily or under state or local law or these rules, until it has completed the process of notifying law enforcement as required and spelled out below.
- (2) *Limitations*. As soon as practicable, but in no event later than seven (7) business day, after reasonable determination of the breach, ASTAC shall electronically notify the **United States Secret Service (USSS) and the Federal Bureau of Investigation (FBI)** through a central reporting facility. This will be done through the FCC's link to the reporting facility at <http://www.fcc.gov/eb/cpni>.
 - a) Notwithstanding any state law to the contrary, ASTAC shall not notify customers or disclose the breach to the public until 7 full business days have passed after notification to the USSS and the FBI except as in the following two parts of this section.
 - b) If ASTAC believes that there is an extraordinarily urgent need to notify any class of affected customers sooner than otherwise allowed under the above paragraph of this section, in order to avoid immediate and irreparable harm, it

shall so indicate in its notification and may proceed to immediately notify its affected customers only after consultation with the relevant investigating agency. ASTAC shall cooperate with the relevant investigating agency's request to minimize any adverse effects of such customer notification.

- c) If the relevant investigating agency determines that public disclosure or notice to customers would impede or compromise an ongoing or potential criminal investigation or national security, such agency may direct ASTAC not to disclose or notify for an initial period of up to 30 days. Such period may be extended by the agency as reasonably necessary in the judgment of the agency. If such direction is given, the agency shall notify ASTAC when it appears the public disclosure or notice to affected customers will no longer impede or compromise a criminal investigation or national security. The agency shall provide in writing its initial direction to ASTAC, any subsequent extension, and any notification that notice will no longer impede or compromise a criminal investigation or national security and such writing shall be contemporaneously logged on the same reporting facility that contains records of notifications filed by carriers.
- (3) *Customer Notification* (Form 4). After ASTAC has completed the process of notifying law enforcement as listed above, it shall notify its customers of a breach of those customers' CPNI.
 - (4) *Recordkeeping*. ASTAC will maintain a record, electronically or in some other manner, of any breaches discovered, notifications made to the USSS and the FBI as defined in the above section of this manual, and all notifications made to customers. This record must include, if available:
 - a) Dates of discovery and notification.
 - b) A detailed description of the CPNI that was the subject of the breach.
 - c) The circumstances of the breach.
 - d) ASTAC will retain the record for a minimum of 2 years.
 - (5) *Supersede*. This section does not supersede any statute, regulation, order, or interpretation in any State, except to the extent that such statute, regulation, order, or interpretation is inconsistent with the provisions of this section, and then only to the extent of the inconsistency.

SAFEGUARDS BY ASTAC

CUSTOMER RECORDS

Customer service records will clearly establish customer CPNI approval. Record of this approval will be kept for a minimum of one year. The record is designed by ASTAC's service bureau.

All personnel of ASTAC will be trained annually or upon commencement of employment regarding CPNI policies. These policies include when the employee is authorized to use and when they are NOT authorized to use CPNI. Any infractions of ASTAC's CPNI policies will be reported to the Chief Service Officer and a record will be made of the infraction(s) and the disciplinary steps taken.

All employees of ASTAC have a responsibility to safeguard CPNI within their possession. Access to customer accounts will be restricted for personnel not routinely requiring sensitive information. A willful or careless breach of established security measures for CPNI will be grounds for discipline, up to and including termination of employment.

Records Maintenance ASTAC is required to maintain records that track access to customer CPNI records as well as all instances where CPNI was disclosed or provided to third parties, or where third parties were allowed access to CPNI records. These records must be maintained a minimum of one year.

INTERFACE WITH CONTRACTORS

ASTAC has occasion to utilize contractors for specific projects needed to conduct its business. ASTAC requires all its contractors to include the following language in all agreements with ASTAC:

"Whereas ASTAC is required by law and its company policies to protect the privacy and security of the information regarding its customers,

To the extent that [Name of Contractor], in rendering services for ASTAC receives customer proprietary network information, as that term is defined under 47 U.S.C. Section 222 and interpreted by the FCC ("CPNI"), [Name of Contractor] shall maintain the confidentiality of such CPNI according to the policies and procedures implemented by ASTAC. [Name of Contractor] shall promptly delete from its records any CPNI that is received by [Name of Contractor] in its engagement with ASTAC."

TRAINING OF EMPLOYEES

EMPLOYEE TRAINING

The company provides training to employees on the proper use and disclosure of CPNI. The company also provides written documentation of CPNI policy on the company's internal website.

Included as a part of the employee training is the need to communicate to company employees that the customer is provided the opportunity to restrict company or affiliate use of CPNI data. The customer decision regarding ASTAC use of CPNI use will not affect ASTAC's provision of any current customer services.

ASTAC specific CPNI training will be provided annually and with each newly hired employee. Documentation of training (Form 1) will be kept on file for a period of at least five years.

ANNUAL REVIEW BY COMPANY MANAGEMENT

ASTAC treats customer privacy as a serious issue. ASTAC is proud of its long history of reliable, trustworthy service and is vigilant in the steps that will be taken to ensure customer privacy. Accordingly, ASTAC policy requires this CPNI Policy Manual to be reviewed on an annual basis. This review is conducted during the 4th quarter by the Chief Service Officer each calendar year.

The Chief Service Officer's annual review will include, but may not be limited to a review with GVNW Consulting, Inc. and a review with the Board of Directors.